



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

TELEPHONE (928) 669-1320 • FAX (928) 669-5263

## VACANCY ANNOUNCEMENT

DECEMBER 4, 2012

#115-12

DEPARTMENT: LAW & ORDER – JUVENILE CORRECTIONS

POSITION: JUVENILE CORRECTIONS/ACTIVITIES OFFICERS 11 THRU 22

SALARY: \$32,000 - \$38,000 PER ANNUM

CLOSING DATE: **OPEN UNTIL FILLED**

### DUTIES:

The incumbent is under the direction of the Juvenile Corrections Administrator as mandated and in accordance with and as mandated by the Public Law 93-638 Contract and the Tribes to receive, identify, classify, assess, and place juvenile offenders into the care, custody, and control of the Colorado River Indian Tribes Juvenile Restoration Center, conduct personal inventory of offenders personal property and valuables and ensure all property is recorded and secured in accordance with established Tribal and Federal policies, procedures, and regulations. The incumbent transports juvenile offenders to medical and behavioral health care, and coordinates all juvenile offender movement in and out of the Corrections Center. The incumbent submits daily activity reports and on occasion, completes Serious Incident Reports through the chain of command as mandated by and in accordance with the P.L. 93-638.

The incumbent also works with youth offenders in developing an individual case plan by identifying stages of the changes process, and provides effective case plans based on professional assessments that encourage youth offender success. This will be accomplished by:

- Working with youth offenders applying probation practices to address special needs which include risk and protective factors.
- Through knowledge of maladaptive behaviors of youth offenders and utilizing appropriate probationary responses and case management.
- Understanding "youth culture" and the diverse and powerful culture influences affecting today's youth, and how probation can be a positive force in influencing the youth offender.
- Working with families and family groups " Hands-on" to understand the family dynamics and to formulate an effective probation strategy by working with the youth offender within the context of his/her family.

- Developing an awareness of the Native American culture and interpersonal issues that dictate values, attitudes, beliefs, and outlooks in the youth offender's culture or multi-cultural environment.

**ESSENTIAL FUNCTIONS:** *Essential functions may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not necessarily a comprehensive listing of all functions and tasks performed by a juvenile corrections/activities officer.*

- Maintains the safety and security of staff, detainees, visitors, and facility; schedules and supervises juvenile offenders' activities, maintains discipline which may include physically restraining uncooperative or disruptive detainees, and takes steps to avert fights, assaults, riots, and escapes.
- Conducts cell searching for contraband, conducts routine unit safety checks, monitors, security cameras, checks fire extinguishers and smoke detectors, inventories tools and supplies, and accounts for detainees by conducting head counts and ensuring accuracy of total detainee population.
- Conducts booking and releases, fingerprints and photos, personal searches, and collects and inventories property of juvenile detainees.
- Interviews and classifies new detainees, researches criminal histories, assesses capabilities and compatibilities, and assigns housing according to risk and need.
- Responds to emergency and non-emergency radio calls and investigates incidents within the facility; communicates with suspects, victims, and witnesses; collects evidence and completes reports and any required paperwork, and testifies at court hearings as requested or subpoenaed by the courts.
- Works closely with juvenile offenders to address the special needs and risk factors of the Center's population.

**KNOWLEDGE, SKILLS, AND ABILITIES:** *A supplemental response may be written on plain paper or addressed within the body of your application or resume describing your knowledge, skills, and abilities in the following order:*

- Knowledge of state, federal, and tribal laws and regulations governing juvenile corrections institutions, and specific knowledge of P.L. 93-638 Contract policies and procedures.
- Knowledge of search, detainment, and restraint methods and procedures, for juvenile corrections institutions.
- Knowledge of transportation procedures for safely and securely transporting juvenile offenders to and from court and medical appointments.
- Skill in effectively communicating both verbally and in writing, and in establishing and maintaining effective working relationships with fellow employees, tribal entities, other agencies, and the public.
- Ability to understand today's "youth culture" and how diverse cultural influences affect juvenile behavior (values, attitudes, beliefs, and outlook) as well as the benefits of probation and the positive influence it has in the juvenile's recovery process.

- Must possess initiative, ingenuity, resourcefulness, sound judgment, tact, discretion, and the ability to obtain the cooperation and confidence of others.
- Must have the ability to think logically and objectively, analyze and evaluate findings, and arrive at sound conclusions.

**EMPLOYMENT EXPERIENCE AND EDUCATION REQUIREMENT:**

Applicant must be least 19 years of age or older at the time of hire, possess an Associates of Arts degree from an accredited college or equivalent or enrolled on college. Applicants who have no previous corrections certification will be required to attend an accredited State or Federal Academy to obtain their Corrections certification within one year of appointment. Applicant will also be required to complete 40 hours of in-service training each year.

The applicant is required, as an incidental duty, to operate a Tribal owned or leased motor vehicle in the performance of duties, and therefore, must possess a valid Arizona driver's license, have a safe driving record within the three (3) year period prior to appointment, and meet the Tribe's safe driving requirements.

**SECURITY CLEARANCE AND BACKGROUND REQUIREMENTS:**

In accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act of 1990, the applicant must successfully complete a thorough background investigation and successfully complete a drug screening test prior to appointment. The background investigation may include: applicant screening, criminal history check, credit check, work history check, reference check, medical examination, physical testing, and oral board interview, psychological testing, and a polygraph exam.

**APPLY:**  
**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE**  
**DEPARTMENT**  
**26600 MOHAVE ROAD**  
**PARKER, ARIZONA 85344**  
**For Employment Application visit: <http://www.crit-nsn.gov>**

**INDIAN PREFERENCE:**

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

**C.R.I.T. Offers:**

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and a 401k Pension Plan. Pre-employment drug screening is required.

